



PHILIP L. BROWNING  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

**Board of Supervisors**

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June 10, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 June 10, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**RECOMMENDATION TO AMEND THE CHILDREN, YOUTH, FAMILY COLLABORATIVE  
ACADEMIC SUPPORT AND INTERVENTION MODEL PROGRAM CONTRACT**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services seeks to execute an amendment to the Children, Youth, Family Collaborative Academic Support and Intervention Model Program Services contract to extend for one year. The current contract will expire on June 30, 2014.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of the Department of Children and Family Services (DCFS), or his designee, and the Chief Probation Officer, or designee, to prepare and execute an amendment, substantially similar to Attachment I. The amendment will extend the contract for one (1) year effective July 1, 2014 through June 30, 2015, pending approval from the California Department of Social Services (CDSS). The cost to extend the Contract shall not exceed \$1,300,000, to be financed using 36 percent (\$468,000) Federal revenue, 33 percent (\$429,000) State revenue, and 31 percent (\$403,000) net County cost (NCC). Sufficient funding has been included in the Department's Fiscal Year (FY) 2014-15 Budget Request. The Director will notify the Board and the Chief Executive Office (CEO) in writing within ten business days after the execution.

2. Delegate authority to the Director of the Department of Children and Family Services (DCFS), or his designee, and the Chief Probation Officer, or designee, to execute amendments to increase or decrease the contract sum limited to 10 percent of the original maximum contract sum in response to

any unforeseen changes in service needs.

3. Execute amendments for non-material changes, provided that: a) prior County Counsel approval is obtained; and b) the Director of DCFS notifies the Board and the CEO in writing within ten (10) working days of the amendment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

DCFS requests the Board's approval to extend the contract for one (1) year effective July 1, 2014 through June 30, 2015. The additional time will allow DCFS to complete the Request for Proposal (RFP) solicitation process for a new contract.

Approval from the CDSS, to extend the Children, Youth, Family Collaborative (CYFC) contract for one (1) additional year to complete the solicitation process, was requested on January 27, 2014 and a response is pending. DCFS will not execute a contract amendment without CDSS approval to extend the contract.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #3 – Integrated Services Delivery: Maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

### **FISCAL IMPACT/FINANCING**

The cost to extend this contract for a one-year period shall not exceed \$1,300,000, to be financed using 36 percent (\$468,000) Federal revenue, 33 percent (\$429,000) State revenue, and 31 percent (\$403,000) net County cost (NCC). There is sufficient funding in the Department's FY 2014-15 Budget Request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Approval of this amendment to extend the CYFC contract will allow the contractors to continue tutoring and academic support services to DCFS and the County of Los Angeles Probation (Probation) youth. The services are designed as a student-centered, multi-pronged approach, supported by the collective efforts of DCFS, Probation, school districts and schools, direct service providers, and other experts. Key components are: 1) the intensive academic assessment each student receives, and 2) tutoring before/after school hours, weekends, and/or at home. The original term of the CYFC contract adopted by the Board on October 30, 2012 was from November 30, 2012 through June 30, 2013, with one optional one-year extension period. DCFS has exercised the one option to renew.

On January 27, 2014, DCFS requested approval from CDSS for a one-year extension to allow DCFS time to solicit additional organizations that can provide tutoring and academic support services to DCFS and Probation youth. Approval from CDSS is pending.

The CEO and County Counsel have reviewed the amendment and Board letter. The attached amendment has been approved as to form by County Counsel.

The County has no obligation to pay for any services exceeding the maximum contract sum. The Contractor will not be asked to perform services that exceed the contract amount.

### **CONTRACTING PROCESS**

This contract is a sole source that was procured by negotiation. CYFC is an education pilot project that provides services to DCFS and Probation youth at identified schools.

Procurement by negotiation is normally limited to a one-year period, per state regulation. However, due to unique circumstances, on February 8, 2012 CDSS approved a two-year contract term for an education pilot project with CYFC. The term of the current contract is from July 1, 2013 through June 30, 2014.

No additional contracting process was required for the Form Amendment.

The Department has determined that a Cost-of-Living Adjustment (COLA) provision was not required for the Form Amendments.

### **CONTRACTOR PERFORMANCE**

The Contractor has sufficiently met performance standards to recommend contract extension. Contractor is responsive in providing school based academic remediation and tutoring services to DCFS and Probation youth.

DCFS has confirmed that CYFC is not listed in the Contractor Alert Reporting Database (CARD).

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval and execution of the Form Amendment will allow DCFS to continue providing tutoring and academic support services to foster and Probation youth participating at schools serviced by CYFC.

### **CONCLUSION**

Upon approval by the Board of Supervisors and pending approval from CDSS, it is requested that the Executive Office/Clerk of the Board send an adopted copy of the Board Letter to:

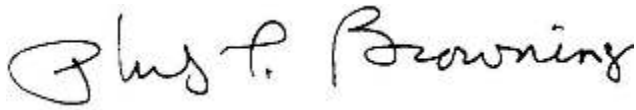
Department of Children and Family Services  
Contracts Administration Division  
Attention: Kimberly A. Foster, Section Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

The Honorable Board of Supervisors

6/10/2014

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Respectfully submitted,

A handwritten signature in black ink, reading "Philip L. Browning". The signature is written in a cursive, flowing style.

PHILIP L. BROWNING

Director

PLB:CMM:EM

LTI:KAF:FC:ct

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Probation



**AMENDMENT NUMBER ONE**

**TO**

**CHILDREN, YOUTH, FAMILY COLLABORATIVE (CYFC) ACADEMIC  
SUPPORT AND INTERVENTION MODEL PROGRAM CONTRACT**

**CONTRACT NUMBER 13-0057**

**AMENDMENT NUMBER ONE  
CHILDREN, YOUTH, FAMILY COLLABORATIVE (CYFC) ACADEMIC SUPPORT AND  
INTERVENTION MODEL PROGRAM CONTRACT  
CONTRACT NUMBER 13-0057**

This Amendment Number One ("Amendment") to Children, Youth, Family Collaborative (CYFC) Academic Support and Intervention Model Program Contract, ("Contract") with Advancement Through Opportunity and Knowledge, Inc., Contract Number 13-0057, adopted by the Board of Supervisors on October 30, 2012, is made and entered into by and between the County of Los Angeles ("COUNTY"), and Advancement Through Opportunity and Knowledge, Inc., ("CONTRACTOR"), on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**WHEREAS**, COUNTY and CONTRACTOR are parties to the Contract and CONTRACTOR has been providing tutoring and academic support services to the COUNTY; and

**WHEREAS**, the Department of Children and Family Services exercised delegated authority to extend the contract term for one year from July 1, 2013 through June 30, 2014; and

**WHEREAS**, on XXXXX XX, 2014, the California Department of Social Services (CDSS) approved the COUNTY's request to further extend the term of the existing Contract for an additional one-year period, from July 1, 2014 through June 30, 2015; and

**WHEREAS**, the Department of Children and Family Services intends to exercise delegated authority to extend the contract term for one year from July 1, 2014 through June 30, 2015; and

**WHEREAS**, the Contract Sum is amended to include the one-year extension period contract amount; and

**WHEREAS**, this Amendment is prepared pursuant to the provisions set forth in Part II, Standard Terms and Conditions, Section 7.0 Changes and Amendments and Section 42.0, Notices;

**NOW, THEREFORE**, in consideration of the foregoing and mutual consent herein contained, COUNTY and CONTRACTOR hereby agree to amend the Contract as follows:

1. PART I, UNIQUE TERMS AND CONDITIONS, Section 2.0 TERM, Subsection 2.6 is added to read as follows:
  - 2.6 The term of this Contract shall be extended for an additional one-year period beginning on July 1, 2014 and continuing through June 30, 2015, unless terminated earlier by COUNTY, at its sole option, or as otherwise permitted in this contract, by written notice to the CONTRACTOR 30 days in advance of the effective date of termination.

2. PART I, UNIQUE TERMS AND CONDITIONS, Section 3.0 CONTRACT SUM, Subsection 3.1 is amended to read as follows:
  - 3.1 The Maximum Annual Contract Sum amount for the contract period from July 1, 2014 through June 30, 2015 shall not exceed One Million Three Hundred Thousand Dollars (\$1,300,000).
3. Exhibit A-3 is amended by incorporating the attached line item budget for the period of July 1, 2014 through June 30, 2015.

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT.**

**AMENDMENT NUMBER ONE  
TO CHILDREN, YOUTH, FAMILY COLLABORATIVE (CYFC) ACADEMIC SUPPORT AND  
INTERVENTION MODEL PROGRAM CONTRACT  
CONTRACT NUMBER 13-0057**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number One to be subscribed on its behalf by the Director of the Department of Children and Family Services and the CONTRACTOR has caused this Amendment Number One to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Contract.

COUNTY OF LOS ANGELES

CONTRACTOR

Advancement Through Opportunity and Knowledge,  
Inc., dba Children Youth and Family Collaborative  
Name of Agency

By: \_\_\_\_\_  
PHILIP L. BROWNING, Director  
Department of Children and  
Family Services

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_  
Jerry Powers  
Chief Probation Officer  
Probation Department

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

95-4415115

\_\_\_\_\_  
Tax Identification Number

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL  
JOHN F. KRATTLI, COUNTY COUNSEL

BY: \_\_\_\_\_  
David Beaudet, Senior Deputy County Counsel